NOTES OF A MEETING OF THE FACULTY ADMINISTRATIVE OFFICERS GROUP HELD ON MONDAY 21ST MARCH 2005 AT 2:15PM IN THE CHANCELLOR’S ROOM

Present: Robyn King (Chair), Jacqueline Flowers, Elizabeth Oliver, Marion Bateman, Rita Armstrong, Maz Schneider, Deborah Rhys-Jones, Judy Fetherston, Imelda Ooi, Marjan Heibloom, Vickie Falcetta

Apologies: Zan Blair, Felicity Gouldthorp

By Invitation: Jackie Massey, Trudi McGlade, Syliva Lang

1. Rules 2006
   Sylvia thanked everyone for working together to meet Publications’ deadlines last year. There were no major changes planned for the legislative processes for 2006. However, she would like the FAO group to note the following:

   - Valerie Koay invited to sit on the Legislative Committee and would contribute greatly with her editorial experience.
   - A unique numeric Faculty identifier provided at the beginning of each Faculty and Combined Course Rules and Table number.
   - Importance of sticking to deadlines.
   - Combined Course Rules – important to ensure there was consultation between two faculties involved. Sylvia Lang would accept separate versions from both faculties provided discussions had taken place between the two faculties.

   Draft copy of the University General Rules was tabled at the meeting for members’ information. All members agreed that updating of the staff lists should be done by HR as they have a complete record of all staff members. This issue had been raised last year. Trudi McGlade agreed to raise this with Publications.

   It was also agreed that a checklist of what needed to be submitted at a particular time during the Handbook/Rules updating exercise would be beneficial.

2. Secretariat Forward Planning
   Jackie Massey attended the meeting to give an overview of the Secretariat's long-term planning. She advised members of Secretariat’s role as follows:
   - Provide advisory, consultative and executive service to key committees
   - Initiate and undertake academic policy development
   - Provide advice and training

   The following points were also highlighted:
   - Secretariat wants to play a proactive role. To achieve this, it holds planning sessions and seeks input from individual faculties through meetings with the Deans.
   - It is difficult to have a long term plan as it is influenced by changes in the higher education environment.
• Secretariat will have an annual planning day in June and therefore, welcomes comments, insights and thoughts from faculties and the FAO group.

With regard to policy development, Trudi advised that she was currently sifting through the feedback obtained from faculties and that the Legislative Committee is currently trying to incorporate what faculties want, to bring similar Rules together and work out links to pathways for students.

The following updates were also covered:

• Appeals Process – had not been accepted by Academic Council and has been sent to Faculties for further discussion
• Student Grievance Resolution Policy – needs to be reviewed and should happen in the next couple of months
• Supplementary assessment – meeting coming up soon. Trudi hopeful of getting an agreement soon on this issue and to establish a uniform policy across the University.
• Delegations of Authority – review underway with a view to stopping the practice of sign-off without authority
• Secretariat website – besides providing advice for chairs, and committee members on academic issues, it houses useful training tools for new heads of schools, committee secretaries etc
• Template for scholarships – under development and will be available on the web

3. Strategic Forum
   As there were no other suitable alternatives, members agreed to use the Chancellor’s room as the venue if available.

4. Full time load for International Students
   Issues were:
   • Maintain full-time enrolments for international students who have failed core units and therefore, not allowed to go on to higher level units until they repeat and pass.
   • Insistence from International Centre/DIMIA that they must be enrolled full-time which involves waiving prerequisites which is academically unsound.
   • Enrolment in ‘dummy’ units to give students the appropriate number of points is not a good solution.

   It was agreed that Jacqueline Flowers contact Trudi McGlade to seek her assistance in initiating discussion within the registrar in order to get clarity on DIMIA requirements and a policy/procedure in place for faculties and the International Centre to adopt in dealing with the above issues.

5. Enrolment in units addition to degree requirements
   Current Policy is at:
During the discussion, the Group noted that are differences in the way faculties implement this policy when students have been caught in transition and need less than 6 points to complete. It was agreed that this issue be raised with Trudi McGlade in order that it be discussed at the next FAO/Sub-Deans meeting.

6. **Effect on FAO’s of new or amended processes**
   FAOs agreed to raise the following processes for discussion at Harvey’s wash-up meeting coming up soon:
   
   - End-on Honours application process
   - Approved Leave
   - Recording of comments on academic records

7. **Statement of Advanced Standing** (draft letter template was tabled)
   FAOs were dissatisfied with the language and the ‘meaninglessness’ of the proposed statement. The Chair to convey members’ concerns to Jenny Gamble.